

MEMORANDUM FOR DISTRIBUTION F

April 4 2002

FROM: ESC/CC  
9 Eglin Street  
Hanscom AFB, MA 01731-2109

SUBJECT: Internet Use

Over the last few years, the Internet has become an invaluable tool for communications, research and education at ESC. Many offices now depend on the Internet for efficient and effective operation.

Based on the Joint Ethics Regulation (JER), DoD 5500.7-R, previous guidance from this office permitted ESC employees to use the Internet for personal research or communications purposes. This policy shall remain in force, subject to the limitations and usage guidelines described in the attached memorandum from ESC/JA and ABW/SC. As in the past, contractor personnel are not authorized to use government-provided Internet access for personal use. Unauthorized use may result in a loss of privileges.

When individuals use the Internet, like other government communication systems, they consent to monitoring by authorized government personnel. Such monitoring has uncovered an unsettling number of cases of personnel accessing pornographic material via the government provided computer systems. I consider such actions blatant abuse of our government systems. Unauthorized use of any kind will not be tolerated and may result in administrative, non-judicial or judicial punishment. Supervisors must familiarize themselves with the applicable provisions of the JER and Air Force policy to make sure that all their employees make proper use of the Internet. Requests for use of the Internet for purposes not covered by this memorandum must be coordinated with ABW/SC and ESC/JA. ESC personnel not assigned to Hanscom AFB must coordinate such requests through their local communications squadron and legal office.

Use of the Internet in the performance of our mission promises to be a force multiplier. All government employees and support contractor personnel must use this resource responsibly.

//SIGNED//

LESLIE F. KENNE  
Lieutenant General, USAF  
Commander

Attachment:  
Internet Policy Letter



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS ELECTRONIC SYSTEMS CENTER (AFMC)  
HANSCOM AIR FORCE BASE MASSACHUSETTS

MEMORANDUM FOR: Distribution F

04 April 2002

FROM: ESC/JA  
ABW/SC

SUBJECT: Internet Use Policy

1. Under guidance provided by the Joint Ethics Regulation, the Commander of the Electronic Systems Center has authorized, under limited conditions, personal use of government communication resources, including telephones, facsimile machines, electronic mail (e-mail) and access to the Internet. This permissive use is subject both to general guidelines as well as specific restrictions.

2. In general, employee use of communication resources:

- a. must not adversely affect the performance of official duties by the Air Force employee or the Air Force employee's organization;
- b. must be of reasonable duration and frequency and whenever possible, during the employee's personal time such as after duty hours or during lunch periods (supervisors may issue more restrictive specific guidance concerning this use);
- c. must serve a legitimate public interest (such as keeping employees at their desks rather than requiring the use of commercial systems, educating the employee on the use of the communications system, improving morale of employees stationed for extended periods away from home, enhancing the professional skills of the employee and job-searching in response to Federal Government downsizing);
- d. must not reflect adversely on the Air Force or the Electronic Systems Center (see specific restrictions, below); and
- e. must not overburden government communication systems or create additional costs to the Air Force.

3. Air Force Instructions 33-115, 33-119, 33-129, 33-202 and their respective supplements provide specific guidance regarding use of these resources. Prohibitions regarding internet, e-mail and government computer use include, but are not limited to:

- a. Activities for personal or commercial financial gain. This includes chain letters, commercial solicitation and sales of personal property (except on authorized bulletin boards established for such use). (Note: No such bulletin boards are presently authorized at Hanscom AFB.)
- b. Storing, processing, displaying, sending or otherwise transmitting offensive or obscene language or material. Offensive material includes, but is not limited to, "hate literature,"

such as racist literature, materials, or symbols and sexually harassing materials. Obscene material includes, but is not limited to, pornography and other sexually explicit materials.

c. Storing or processing classified information on any system not approved for classified processing.

d. Storing or processing copyrighted material (including cartoons) unless approval is obtained from the author or publisher.

e. Participating in "chat lines" or open forum discussion unless for official purposes and after approval by appropriate Public Affairs channels.

f. Using another person's account or identity without appropriate authorization or permission.

g. Obtaining, installing, copying, storing or using software in violation of the appropriate vendor's license agreement.

h. Permitting any unauthorized individual access to a government-owned or government-operated system.

4. In addition to these prohibited uses, other Internet activities seriously compromise the efficiency and responsiveness of the Air Force's computer systems at Hanscom. For this reason, the following activities constitute misuse of computer resources:

a. Accessing websites that provide streaming audio and video that is unrelated to job activities.

b. Downloading unauthorized software to include shareware, freeware or demo programs without prior approval of 66 ABW/SC.

c. Accessing gambling and auction sites such as ebay.com.

d. Using or accessing instant messengers or any related chat programs such as AOL Instant Messenger, Yahoo Messenger, MSN Instant Messenger and ICQ.

e. Using applications that provide continuous updates to weather, sports events, stock quotes, including, but not limited to, Weatherbug and Pointcast.

f. Accessing web based newsgroups and or unofficial web-based forums.

g. Downloading of audio and video files including, but not limited to WAV, MP3, MPEG, AVI, RAM and MOV files that are unrelated to job activities.

h. Surfing and downloading any files from foreign websites.

i. Using unofficial collaborative meeting software and phone dialers such as NetMeeting and Net2Phone.

5. All Internet users are reminded that their use of Air Force communications is not anonymous. System usage, including the name and computer address of the individual as well as the sites visited, may be monitored and recorded in accordance with applicable Air Force regulations. Internet monitoring activities are conducted by the Information Assurance Operations Office at Hanscom AFB. Individuals who inadvertently access a prohibited site should report the incident to the Information Assurance Operations Office at 377-5346 or 377-1051.

6. Finally, neither the Joint Ethics Regulation nor the terms of the applicable local support contracts allow contractor personnel to use government-provided Internet access for personal use. Contractor personnel may only use government-provided Internet access in furtherance of the Government's official business.

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